

TEMPORARY EVENTS

REQUIREMENTS & PROCEDURES

- A. **\$ 60.00** – Application Fee (at least 30 days before the commencement of the event)
\$120.00 – Late Application Fee (more than 7, but less than 30 days before the commencement of the event)
- B. **Filing Application Requirements.** Application should be filled out and submitted at least 30 days prior to the event. The applicant shall submit all documentation required no later than two business days after the day the application is filed. A traffic control plan provided by Traffic/Engineering – 6th Floor, (915) 541-4050 must be submitted showing location of all barricades, signs and devices to be used for redirecting traffic around the closure area. A notice of proposed closure on a form provided by Development Services containing the name and address of each owner or occupant of real property abutting the boundaries of the area in which a temporary event will be conducted and a signed statement from one individual representing or constituting the owner or occupant of each property stating whether they consent to or object to the proposed event.
- C. **Applicable Fees.** Applicant is responsible for all fees associated with the placement of barricades, and signs, and for any costs for city police traffic control assistance, including the hiring and paying the cost of law enforcement officers, vehicles and equipment that are used for traffic control. If the traffic control will be provided by peace officers other than El Paso police officers, the permittee shall be responsible for any and all costs associated with the hiring and use of those peace officers. The applicant shall be responsible for all costs of litter and debris removal. Prior to the issuance of the permit, the applicant shall deposit with the City, an amount that is equal to half of the estimated amount of all costs for services that will be provided by the City. Payment of the remainder of the costs of providing on-duty law enforcement officers and any other traffic control costs, shall be due and payable within ten days of receipt of the bill from the city comptroller. Payment of any city cleaning costs shall be due and payable upon receipt of the bill. If the applicant cancels the event and notifies our office at least three hours in advance, the amount deposited will be refunded, however, the applicant will be charged a \$30.00 administrative fee.
- D. **Temporary events on a street may only use one city block or one intersection.** At least one lane of the street to be utilized will be capable of being opened at all times for access by persons requiring emergency access to properties by police, fire, and other emergency vehicles, and a traffic control plan must indicate location of this lane. At least two-thirds of the area must be Residentially zoned and the event must be sponsored solely by the owners, residents or tenants in the area, or their organization. No temporary events may be held in an area, which the City does not hold open for public use. If you have a question concerning the zoning of an area please contact Development Services - Planning Division, 5TH Floor. If you do not meet these qualifications, you may wish to apply with the Planning Division for a special privilege.
- E. **No amplification permits may be granted between the hours of 10 p.m. and 7 a.m.** For example, you may request a temporary event permit for a block party until 11:00 p.m., but your use of any amplification, i.e. stereo, musical band, etc., must end at 10:00 p.m.

RETURN COMPLETED APPLICATION AND PROCESSING FEE TO:

Development Services
City Hall – 5th Floor
#2 Civic Center Plaza
El Paso, Texas 79901-1196
(915) 541-4290



**REQUEST FOR TEMPORARY USE OF
CITY STREETS, SIDEWALKS, AND OTHER PUBLIC PLACES**

TEMPORARY EVENTS

Fees: \$ 60.00 Application Fee (at least 30 days before the commencement of the event)
\$120.00 Late Application Fee (more than 7, but less than 30 days before the commencement of the event)

(Please type or print)

1. Applicant:

Organization / Individual

Contact Person:

Name

Address City State Zip Code Telephone No.

2. Type of Event: _____

____ Block Party

____ Bazaar

____ Festival

____ Sidewalk Sale

____ Street Dance

____ Show Exhibition

____ Local Special Event

____ Celebration

____ Other: _____

3. Date of Event: _____

Time of Event: From _____ To _____

Time in which police traffic control services will be needed:

From _____ To _____

Note: This is the time for which you will be charged for police traffic control.

4. Proposed Location: _____

ATTACH A CLEAR AND SPECIFIC MAP

IMPORTANT INFORMATION REGARDING TRAFFIC CONTROL:

If traffic control will be provided by the El Paso Police Department, you must submit a traffic control plan provided by City's Engineering/Traffic Division, 6th floor - (915) 541-4050. The Police Department will then prepare a traffic control plan along with an estimated cost for their services as provided in Section 13.32.050. You will also be responsible for paying for and providing any barricades and signs. The barricading and signing shall be manned and comply with the provisions set forth in the State's "Manual of Uniform Traffic Control Devices."

5. Approximate number of participants:
_____ Persons _____ Vehicles _____ Animals _____ Other Specify: _____

The applicant shall be responsible for all costs of litter and debris removal in accordance with Section 13.32.080.

6. Approximate or anticipated number of spectators: _____

7. Purpose of Event: (i.e. fund-raiser, school activity, etc.)

If this is a fund-raiser and you estimate that you will raise over \$500, please list your Charitable Solicitation Permit number: _____

8. Amplification devices to be used: _____ Yes _____ No

Use permitted only between the hours of 7 a.m. and 10 p.m.

If amplification is being requested, number of and sound amplifying capacity of microphones, amplifiers and speakers proposed to be used.

9. If amplification is being used, state whether or not the purpose is for advertising any goods, property, services or entertainment.

Regarding the use of San Jacinto Plaza, amplification may **only** be used on the stage. If you wish to use this area, you must also contact the Parks and Recreation Department, 6th Floor, (915) 541-4331 and reserve the stage. A fee is charged for the use of this area. Additionally, other ordinances may apply to or restrict the use of city-owned property, including parks.

10. Method of Street and Right-of-Way cleaning:

Section 13.32.080 requires you to clean the streets, sidewalks, and other rights-of-way from all event litter and debris, including that left by spectators. In the event that you do not clean these areas, the City may perform such cleaning and you will be charged. You may also arrange in advance to have the Street Department perform the cleaning for a charge by filling out a separate request form and submitting it to Development Services Office no later than fourteen days prior to the date of the event.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other places held for public use, it is understood that the applicant(s) contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries and damages that may be suffered which arise out of or result from participation in this event.

Signature of Applicant

Date

Organization/Sponsor, if any

Please note: If the temporary event is designed to be held by or for any person other than the applicant, the applicant shall attach a communication in writing from the person authorizing the applicant to apply for the permit.



NOTICE OF PROPOSED CLOSURE

I (We) _____ will be holding an event on _____
 Organization/Individual Date

from _____ to _____. I am / (We are) asking for your consent to temporarily
Time Time

block off _____
Street Closure

for _____.

Event

Please print your name, address and check off either *Consent* or *Object* with your signature below.

[illegible]



TEMPORARY EVENTS

REQUEST FOR CITY STREET CLEANING SERVICES

Please note: This request must be submitted not later than two business days after the day the application is filed. If you have any questions regarding street cleaning services, please contact the Street Department, (915) 621-6750.

(Please type or print)

1. Applicant:

Organization/Person

Contact
Person:

Name

Mailing Address

Telephone Number

2. Type of Event: _____

____ Block Party
____ Bazaar
____ Festival
____ Sidewalk Sale
____ Street Dance

____ Show Exhibition
____ Local Special Event
____ Celebration
____ Other: _____

3. Date of Event: _____

Time of Event: From _____ To _____

4. Proposed Location:

Location of assembly area, if separate or different:

5. Total number of Participants and Spectators: _____

6. Type of cleaning requested:

_____ Streets, sidewalks, and other right-of-way cleaning immediately upon the conclusion of the temporary event.

I hereby request that the City of El Paso provide the cleaning as checked above, as the City and its employees deem appropriate. I am obligated under Section 13.32.080 of the City Code to keep event areas clean of all litter and debris, whether caused by myself, participants, and animals in the event, or spectators to the event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other places held for public use, and any street cleaning services that may be provided, it is understood that the applicants contained herein do hereby release and discharge the City, and its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for death, injuries, and damages that may be suffered which arise out of or result from any street or right-of-way cleaning relating to this event.

Signature of Applicant

Date

Organization/Sponsor, if any

Please note: In the event that the City is unable to perform the requested street, sidewalk, and right-of-way cleaning services, you will be notified. Such notices does not relieve you of your obligation under Section 13.32.080 of the City Code to keep the event areas clean of all litter and debris, whether caused by you, participants, animals in the event, or spectators to the event.